

REFERRAL/INFORMATION FOR SERVICES/AC

PURPOSE:

To provide the Division of Child Support Enforcement (DCSE) District VI Special Collections Unit, Alternative Care Collections Unit (ACCU) with parental information when children enter alternative care. The Eligibility Specialist (ES) will complete this form for a child in DFS custody, a youth in DYS custody or a child in the custody of the Juvenile Court. This form will assist DCSE in determining if they should pursue the collection of child support for a child or youth in out-of-home placement. It is requested that it be completed as thoroughly as possible.

NUMBERS OF COPIES AND DISTRIBUTION:

The original is sent to DCSE and a copy is placed in the DFS Children's Services Financial Assistance record for a child in DFS custody and the parent's record. If no parental record is open, a copy should be placed in the Children's Services Financial Assistance record only for a child in DFS custody. A copy is placed in the Children's Services Financial Assistance record only for a youth in DYS custody or a child in the custody of the Juvenile Court.

INSTRUCTIONS FOR COMPLETION:

IDENTIFYING INFORMATION:

Check the appropriate funding category, Alternative Care IV-E or HDN.

IV-D Case Number: Leave Blank.

DFS Caseworker Name: Enter the CSW's name.

Enter the name of the county and the county office phone number.

The ES signs and dates the form.

ABSENT PARENT INFORMATION:

Enter the identifying information regarding the parents of the children. It will be necessary to complete one form for each parent.

CHILD(REN) OF THIS ABSENT PARENT IN ALTERNATIVE CARE:

Enter the identifying information for all children who are in alternative care. The child's full name should be entered.

GOOD CAUSE DETERMINATION:

If the case should not be pursued for good cause as indicated in Procedure D-5 in the Alternative Care Handbook, enter "Yes." If "Yes" is entered, explain the reason and site the policy to support the decision. ACCU sets up a case file but will not pursue the case. ACCU will occasionally contact the CSW to see if the case should be pursued. If the CSW Children's Services Supervisor I (CSSI) and Children's Services Supervisor III (CSSIII) decide to pursue the case, an IOC with the child's DCN, and an explanation may be sent to ACCU.

The authorizing CSSIII signs the form and enters his/her title only when there is a "Good Cause" determination.

If "Yes" is checked for good cause, do not complete the rest of the form. If "No" is checked for good cause, complete the rest of the form.

MARITAL STATUS AND COURT INFORMATION:

The marital status and court information is specific as it relates to the child(ren) in alternative care. When completing the form on the mother, if there is more than one father for the identified children, staff should clarify the relationship of the mother with all fathers in the comment section at the end of the form.

Check the appropriate boxes and, if available, enter the requested information. Most of the items are self-explanatory with the following exceptions:

Have child support payments been ordered by the Juvenile Court? This refers to a child support court order for a child placed in alternative care.

Does the absent parent pay child support? This refers to a circuit court order for the payment of child support from one parent to another parent on behalf of his/her child(ren).

PATERNITY INFORMATION:

Check the appropriate boxes and, if available, enter the requested information when completing the form on the mother. If there is more than one father for the identified children, please clarify the paternity of each father. Use the comment section, if necessary.

NOTE: The alleged father claims paternity if same has been admitted to the child's mother, the IMW, the CSW or it has been verified by the Juvenile Court.

FINANCIAL AND SOCIAL INFORMATION:

Check the appropriate boxes and, if available, enter the requested information.

NOTE: If this form should be expedited due to the parent's willingness to begin payment, attach an IOC requesting that ACCU develop an Administrative Order as quickly as possible.

INSTRUCTIONS FOR RETENTION:

Retain this form in the Children's Services Financial Assistance record and the parent(s) record (if open) until the DFS child's case is destroyed per instructions in the Alternative Care Handbook, a DYS youth's case has been destroyed via DYS notification or a JC child's record has been destroyed via Juvenile Court notification.

MEMORANDA HISTORY: CS89-91; CS91-6; CS92-17; CS93-18

